

**New Castle Planning and Zoning Commission Meeting
Wednesday, March 11, 2020, 7:00p.m., Town Hall**

Call to Order

Commission Vice-Chair Bourquin called the meeting to order at 7:00p.m.

Roll Call

Present Vice-Chair Bourquin
Commissioner McDonald
Commissioner Riddle
Commissioner Sass

Absent Chair Apostolik
Commissioner Johannsson
Commissioner Lucio

Also present at the meeting were Town Administrator Dave Reynolds, Town Planner Paul Smith, Assistant Town Attorney Haley Carmer, Deputy Town Clerk Mindy Andis and members of the public.

Meeting Notice

Deputy Town Clerk Mindy Andis verified that her office gave notice of the meeting in accordance with Resolution TC 2020-1.

Conflicts of Interest

There were no conflicts of interest.

Citizen Comments on Items NOT on the Agenda

There were no citizen comments.

Public Hearing – Continued from February 26, 2020

Zoning text amendment pursuant to Sections 16.16.010 & 17.100.040 of the Town of New Castle Municipal Code concerning the application process for Subdivision and PUD Development Sketch Plans.

Vice-Chair Bourquin opened the public hearing at 7:02pm

Town Planner Paul Smith said that per Colorado Revised Statute (C.R.S.) 31-23-214, amendments to land use codes require a public hearing with the Planning and Zoning Commission. Ordinance TC 2020-1 considered improving the means of assessing the adequacy and compliance of sketch plan applications with town regulations. The recommended changes generally include:

- A pre-application meeting requirement
- More robust submittal criteria
- An improved process for determining an application completeness
- A sketch review meeting with both Planning and Zoning Commission and Council

- A community open house
- Defined approval expirations

One item of concern has been the addition of a community open house meeting. Though transparency with the land use process has been endorsed by all involved, the potential cost, added delays, and the perception that such meetings appear to delegate authority to residents may require that these meetings be reconsidered. Staff plans to make similar modifications to later steps in the application process, namely changes to the code defining the procedures for preliminary and final applications. The end goal is procedural continuity and increased efficiency with the process.

Planner Smith reviewed the proposed ordinance with the commission.

After some discussion, the commission made the following changes to New Castle Municipal Code §16.16.010 – Sketch Plan Submittal:

- Section C. (11) General traffic circulation plan showing entries and exits, roads, anticipated turning movements into and within the development area, etc.;
- Section C. (12) Open space, trails, sidewalks, parks, and other amenities;
- Section C. (13) Site Plan showing approximate lot lines and general site layout, including the location of any existing structures; and.
- Section C. add (14) Viewshed analysis

After some discussion the commission made the following changes to 17.100.040 – Sketch Plan Submittal:

- Section C. (11) General traffic circulation plan showing entries and exits, roads, anticipated turning movements into and within the development area, etc.;
- Section C. (12) Open space, trails, sidewalks, parks, and other amenities;
- Section C. (13) Site Plan showing approximate lot lines and general site layout, including the location of any existing structures; and.
- Section C. add (14) Viewshed analysis

Section F. Prior to submitting a preliminary plan application, the Applicant shall conduct a community open house meeting regarding the sketch ~~plan~~ ^{plan}, any changes thereto recommended by the ~~Town~~ ^{A2}, and any other changes made to the proposed development in anticipation of submitting a preliminary PUD development plan. The open house is an occasion to share the project directly with residents and stakeholders. The Applicant shall notify the Town of the date of the community open house, and notice the community open house according to the Town's public hearing notice procedures set forth in Section 16.08.040, except that notice to mineral owners is not required.

Vice-Chair Bourquin closed the public hearing at 8:03pm

MOTION: Vice-Chair Bourquin made a motion recommending approval of Resolution PZ-2020-3, A Resolution of the New Castle Planning & Zoning Commission Recommending Approval of Amendments to Section 16.16.010 & 17.100.040 of the New Castle Municipal Code Concerning the Application Process for Subdivision and PUD Development Sketch Plans with changes.

Commissioner Sass seconded the motion and it passed on a roll call vote: Commissioner Riddile: Yes; Commissioner McDonald: Yes; Commissioner Sass: Yes; Vice-Chair Bourquin: Yes.

Items for Consideration

Consider Request for Waiver of Section 16.08.030 regarding Timing Requirements for a Conditional Use Permit Application.

Planner Smith said he had received a Conditional Use Permit Application for a veterinary clinic in the industrial zone across the river. The conditional use permit process had a 45-day noticing period before a public hearing was scheduled with the planning & zoning commission. The owner of the veterinary clinic had requested that the public hearing date be moved up to March 25, 2020. The applicant had submitted all necessary documents and the application was complete. The applicant had already noticed the property as required. Planner Smith said that staff had reviewed the application.

Doctor Lori Pohm and Doctor Bob Thorsen, Owners. Dr. Pohm said they had owned a veterinary practice in Glenwood Springs since 1992. Because so many area vets had closed, their clinic was being overwhelmed with new clients. She said they were looking to branch out to relieve some of the pressure on their current clinic. Dr. Pohm said they had hired an additional veterinarian who will start March 23, 2020. She said they had ordered lab equipment for the New Castle location and were ready to install it. Dr. Pohm said they would like to open their doors as soon as possible to help provide more veterinary care in New Castle.

Vice-Chair Bourquin asked Planner Smith if he had any concerns.

Planner Smith said there were no concerns. There were a few building code issues but they were being addressed.

MOTION: Commissioner Riddile made a motion to approve the Request for Waiver of Section 16.08.030 regarding Timing Requirements for Conditional Use Permit Applications. Commissioner Sass seconded the motion and it passed unanimously.

Staff Reports

There were no staff reports.

Commission Comments and Reports

There were no commission comments or reports

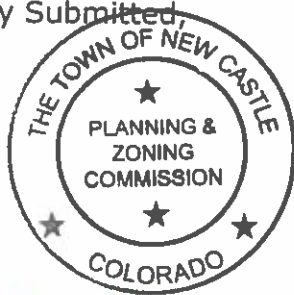
Review Minutes from Previous Meeting

MOTION: Commissioner McDonald made a motion to approve the February 26, 2020 meeting minutes as submitted. Commissioner Riddile seconded the motion and it passed unanimously.

MOTION: Vice-Chair Bourquin made a motion to adjourn the meeting. Commissioner Riddile seconded the motion and it passed unanimously.

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,



Commission Vice-Chair Alison Bourquin



Deputy Town Clerk Mindy Andis, CMC